

Chapter 28

SC Emergency Reassignment

28-1. General.

a. This is one of those functions that you hope you never have to do. You will use this process only when your recruiter is not available to replicate. There will be times that your recruiter will go on emergency leave, temporary duty, or get relieved and you will not have a chance to complete the normal reassignment process. If you are not familiar with this process see chapter 20 on SC reassignment of records.

✓ Do not use this function to circumvent the normal reassignment of records when both recruiters are available.

b. The following steps show you how to use the TOS emergency reassignment to:

- (1) Reassign records in Leads-Reports.
- (2) Connect to the TOS.
- (3) Identify reassignment from information.
- (4) Identify reassignment to information.

28-2. Reassign records in Leads-Reports.

a. Before you can complete an emergency reassignment of records you have to identify the records in ARISS-RWS Leads-Reports. Open **Leads-Reports** and go to the **Find** screen, select **File** and **Open** from the menu bar or click on the **Open** icon.

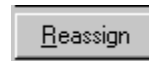


b. From the **RSID** drop-down arrow, you need to select the recruiter that you will transfer records from. Select **Find Now**.



c. This will display the records that are assigned to the selected recruiter. Select the applicant's record or records you will be reassigning by clicking on the name once. The line should turn blue. Click on the **Reassign** button to continue.

RSID	Priority	Next Action Dt	Status	Disp cd	Name	Address	Zip
SAZR -SGT SABATT, KARL	1		LEAD		MICHEL, KRISTIN M	18 HONEY LN NEV 89451	
SAZR -SGT SABATT, KARL	1		LEAD		KOUCORIK, GREGORY P	18 VICTORIAN DR 89451	
SAZR -SGT SABATT, KARL	1		LEAD		WUOLK, LAUREN	19017 Cambridge 68446	
SAZR -SGT SABATT, KARL			LEAD		Bonak, Jason G	10020 W Parkview 68464	
SAZR -SGT SABATT, KARL			LEAD		Tokla, Sanderio	10040 Lancaster Dr 68446	
SAZR -SGT SABATT, KARL	1		LEAD		ODONNELL, ERIN L	10040 DERRY LN 68446	
SAZR -SGT SABATT, KARL	1		LEAD		BRADLY, HOLLY A	10050 LINDSAY LN 68446	
SAZR -SGT SABATT, KARL	1		LEAD		CULLEN, CHARLENE H	1006 STONEGATE 68451	
SAZR -SGT SABATT, KARL	1		LEAD		STEVENS, JESSICA K	1007 BUDORF DR N 68451	



✓ You can select all the records by choosing the first record and scrolling to the bottom of the list (while holding the **Shift** key) and clicking on the last record.

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d. The **Reassignment** screen will appear with all the records that you have selected. The **From Recruiter** will be grayed out and should be the recruiter you selected from the previous screen. From the **To** drop-down arrow, select yourself as the individual you will be transferring the record or records to. It makes no difference during an emergency reassignment, you will select the actual **To** individual later.

Rsid	Priority	Name
5A2R -SGT SABATT, KARL	1A1D	ADENT, THOMAS H
	1A1G	Adams, John P
	1A1L	ADDUEL, LINDSAY M
		AAK, KEVIN
		ABENDROTH, KURT F
		ABRAMOWICZ, BRIDGETTE A
		ACHTER, MICHAEL P

☐ Temporary
☒ Permanent

e. You will select **Permanent** reassignment.

f. Select all records and then click the **Apply** button. You will see those records disappear and the **Reassignment** screen will close and you will be returned to the **ARISS-RWS** main screen.

Rsid	Priority	Next Action Dte	Status	Disp cd	Name	Address
5A2R -SGT SABATT, KARL			LEAD		ADENT, THOMAS H	20745 E
5A2R -SGT SABATT, KARL			LEAD		Adams, John P	21761 S
5A2R -SGT SABATT, KARL			LEAD		ADDUEL, LINDSAY M	13000 G
5A2R -SGT SABATT, KARL			LEAD		AAK, KEVIN	9500 W
5A2R -SGT SABATT, KARL			LEAD		ABENDROTH, KURT F	15620 T
5A2R -SGT SABATT, KARL			LEAD		ABRAMOWICZ, BRIDGETTE A	0875 HA
5A2R -SGT SABATT, KARL			LEAD		ACHTER, MICHAEL P	0712 SDN

✓ You can select all the records by choosing the first record then scrolling to the bottom of the list (while holding the **Shift** key) and selecting the last record.

g. To complete the reassignment process, select **File** from the menu bar and then **Replicate/Project**. The projection and replication window will appear, select **Replicate Only**.

28-3. Connect to the TOS.

a. You will need to access the TOS to complete the reassignment process. If you need assistance going to the TOS review chapter 24 on connecting to the TOS.

b. You will see a menu list appear on the left of the **Content Page**. Click on **Emergency Reassignment** to complete the reassignment process.

✓ After you replicate with Leads-Reports, give the system time to process and flag those records for reassignment.

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28-4. Identify reassignment from information.



a. When you first open the **Emergency Reassignment** screen, you will need to select the **Recruiters** that records will be reassigned from.

b. Click on the **Recruiters** drop-down arrow and select the recruiter that you just reassigned the records from in Leads-Reports. Once you select the recruiter, those records will show in the **Applicants** field.

28-5. Identify reassignment to information.

a. Now you will need to select the recruiter that you are going to reassign the records to. If you know the individual is going to return or a replacement will be assigned in a short period of time, you may want to reassign these records to yourself and then you can manage what goes to which recruiter. If not, select the recruiter you want to receive the records from the **Recruiters** drop-down arrow. You will notice that you can do an emergency reassignment to another RS. For example, you lost your USAR recruiter and another RS is now assuming your USAR mission. Changes were made in another application to ensure the new RS will receive the new leads, but you have all of the records from your old USAR recruiter. Instead of assigning those records to your recruiters, select the appropriate **RSID** from the drop-down arrow.

b. After selecting the **From** and **To** recruiters, highlight the records being reassigned under the **Reassignment From** recruiter and then click on the **Assign** icon.  The records will now show under the **Reassignment To** recruiter or **RSID**.

c. If you made a mistake and did not want to reassign records to that recruiter, all you need to do is highlight those records under the **Reassignment To** recruiter and then click the **Unassign** icon.  Once you have reassigned all records shown under the **Reassignment From** column click on the **Save** icon.  After you have saved the **Emergency Reassignments**, inform your recruiters that they will receive these records the next time they replicate.